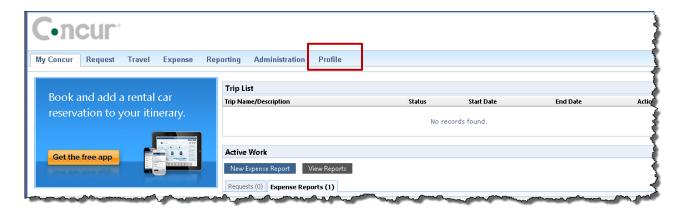


How To Change Your TTE Password

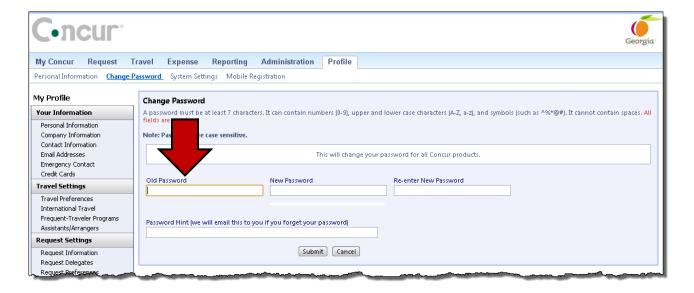
- 1. Log in to TTE
- 2. Click on Profile



3. Click on Change Password

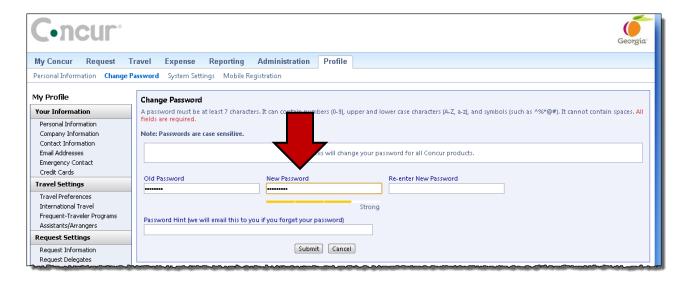


4. Enter your current password in the Old Password field

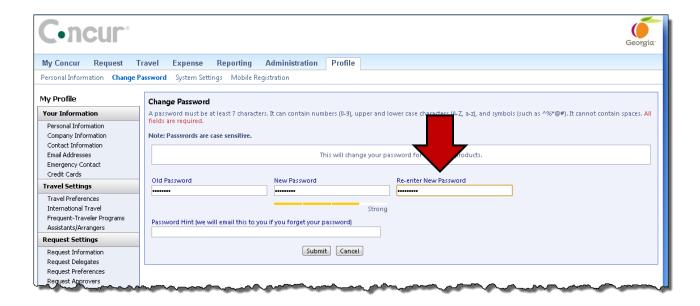


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- 5. Enter your new password in the **New Password** field
 - a. NOTE: Your password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*@#). You cannot use spaces.
 - b. As you enter your password you will see an indicator of the strength (security) of your password.



- 6. Enter your new password again in the **Re-enter New Password** field.
 - You must type the password in New Password and Re-enter New Password exactly the same or it will not submit.
 - You must complete all three fields Old Password. New Password and Reenter New Password



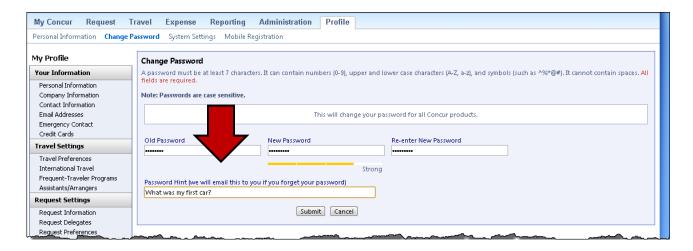
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7. If you entered a Password Hint previously you should change it. If you have never entered a Password Hint, it is important to do so now. The Password Hint allows you access to TTE if you forget the password – without calling support. If you do not have a hint and you forget your password, the only remedy is to contact your Agency Local Travel Administrator.

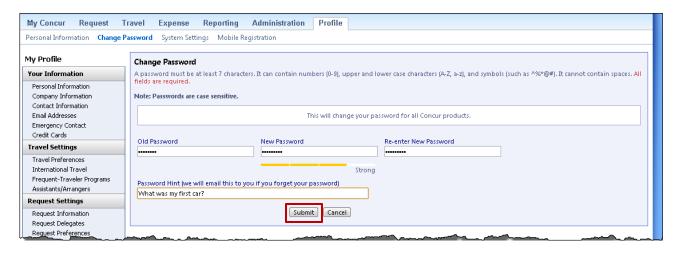
The Password Hint is <u>not</u> a question to answer. The hint should be something to help you remember your password. For example, if your password is the make and year of your first car (1966Chevy) you might enter "What was my first car?".

The TTE system will automatically email the hint if you select the Forgot Password link on the TTE Login page. The hint will be sent to the email address you have registered in **Profile**, **Email Addresses**.

Enter the hint in the **Password Hint** field.



8. Click Submit.



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